



MATTAWA FIRE DEPARTMENT

INFORMATION AND APPLICATION

FOR

NEW RECRUITS

A LETTER FROM THE FIRE CHIEF

Thank you for considering joining the Mattawa Fire Department. We welcome your interest and hope that this package will answer any questions you may have, as well as inform you of what it takes to become a volunteer firefighter.

We, as members of the Mattawa Fire Department, are proud of our community and proud of our services to it. We train hard and prepare thoroughly to provide safe, effective and efficient emergency help to all people in different situations. New recruits are welcome. We are committed to safely train and equip you to be a vital part of our protection efforts. Most of our training is done in house by the Training Officer or designated Captain. We train using the Firefighter's curriculum from the Fire College.

Not everybody can be a volunteer Firefighter! Volunteers, both male and female, in "Emergency Services" are quite different from other volunteer groups you may be familiar with. We deal with dangerous situations, life-threatening incidents, and complex equipment as we offer and promote a standard of protection. We are then responsible ethically and legally to provide it. The level of commitment and dedication needed for Emergency Services goes far beyond a typical volunteer attitude.

As you read on and consider being part of Emergency Services in our community, please feel free to speak with any fire department member or myself. You may also wish to attend a few practices to get a feel for who we are and what we do!

I look forward to hearing from you.

Sincerely,

Paul Lafreniere

Paul Lafreniere
Fire Chief (Interim)
Mattawa Fire Department

A BRIEF HISTORY

There are 656 Fire Departments in the Province of Ontario. A total of 522 (80%) of these departments are staffed exclusively by volunteers, while only 34 departments are staffed by full-time, paid personnel. In the remaining 100 departments staff is a composite of full time and volunteer firefighters. There are 17,000 volunteers and 900 full time firefighters in the Ontario Fire Service. As a note, most volunteers do receive a small monetary compensation for being a firefighter.

The first organized firefighting recorded occurred in ancient Rome, but it was not until the middle ages that the buckets were finally put away in favour of hand fire engines using “large syringes”. Insurance companies began to operate their own brigades but these brigades were only allowed to fight fires involving the property of insured customers of the company operating the brigade. In 1865 the control of firefighting passed into the hands of the local Municipalities and new methods and technologies rapidly contributed to its effectiveness. Today the design of equipment, breathing apparatus, vehicles, and training is very sophisticated making the job easier and safer. An innovation such as radio communication has made major changes in attack strategies.

Firefighting is both an Art and a Science and is best accomplished by safe disciplined teams with special training and equipment directed by Officers and Captains while utilizing procedures gained through study and experience.

WHAT IS EXPECTED OF NEW RECRUITS?

As mentioned, Emergency Services are not like other fields of volunteer service. Perhaps that is why being involved in Emergency Services is so special. The following items are listed to give you an idea what will be expected of you as a new recruit on the Mattawa Fire Department. Do not let this frighten you or overwhelm you. It is our suspicion that many of these expectations are naturally a part of your attitudes and character already.

Emergency Service volunteers tend to be action-oriented risk-takers, highly dedicated, family oriented, with a great deal of internal motivation, have difficulty saying “no”, and like to be needed. Your interest in the Fire Department already demonstrates to us many of these characteristics.

Our work involves house fires, chimney fires, vehicle fires, vehicle accidents, vehicle rescue, hazardous material management, medical emergencies, rescue, emergency pre-planning, fire safety and awareness and so on. As a new recruit training will be your main focus but it will not be long before you find yourself contributing to our efforts in ways you can now only imagine.

MATTAWA FIRE DEPARTMENT

Firefighters have roles and responsibilities that must be accepted long before considering responding to an alarm. Every firefighter owes it to themselves to be properly trained and educated on the ethical and legal requirements needed to maintain his/her own safety, and to increase the public's confidence in the department. The following will list the roles and responsibilities of the firefighter, and the ethical and legal requirements and how they apply to him/her.

ROLES AND RESPONSIBILITIES

The roles and responsibilities of a firefighter with the Mattawa Fire Department is to protect the lives and property of the inhabitants of the Town of Mattawa and the inhabitants of such other Municipalities as we may be legally required to operate in. The programs and services of the fire department range from the adverse affects of fire to sudden medical emergencies or exposure to dangerous conditions created by individuals or nature. They also include fire prevention and public education, rescue and suppression services, responses such as medical assistance, motor vehicle accidents, hazardous material incidents or spills and all types of fires and explosion and to provide First-Aid and Cardio-Pulmonary Resuscitation to those in need.

New recruits shall be on probation for one year, in which time a class DZ license must be acquired in order to advance from probationary status and continue your employment with Mattawa Fire Department.

Each recruit must be willing to learn, and take part in training sessions and examinations.

DUTIES AND STANDARDS

Following are some of the roles he/she may be involved in:

- Perform fire ground operations
- Operate and maintain fire apparatus
- Control Hazardous material
- Participate in fire safety inspections
- Perform public relations/education
- Develop fire pre-plans
- Perform rescue operations
- Apply first aid and C.P.R.
- Maintain fire-fighting equipment
- Perform station duties
- Perform communications duties
- Perform administrative duties

In our new recruits and members we look for:

- A willingness to commit to a long-term relationship with the fire department.
- A willingness to train. The vast majority of our time is spent in training. You're training will begin the first day you join and will continue throughout your career as a Firefighter. Currently we train every Wednesday night "in house" and occasionally with the Office of the Fire Marshall. Our training involves the Ontario Firefighters Curriculum, which covers all aspects of firefighting. This is both a personal study and hands on experience as you are shown and equipped with the skills you will require. *A definite commitment to progress through the Curriculum and attendance at training meetings is necessary.*
- A willingness to follow the procedures and policies of the fire department. To respect and follow orders from the chain of command and to carry out your duties as assigned in the fire hall.
- A determination to attend all calls and to remain at the scene of the emergency until you are relieved by an Officer.
- A determination to do your best at all times, recognizing your moral and legal obligation to do so, as lives may depend on it.
- A willingness to conduct yourself in a professional manner at all calls, and to treat the members of the public with courtesy and respect.
- A determination to always act in a safe manner and to promote safety within the department.

A person is qualified to be appointed as a probationary member of the Mattawa Fire Department if they complete this application form and...

- Is not less than eighteen (18) years if age.
- Is in possession of a valid Class "G" Ontario driver's licence, and is willing to upgrade to a Class "DZ" licence (within 1 year).
- Is of good character.
- Is medically fit to be a member (after accepted will go through medical).
- Must possess a vehicle to attend calls.
- Must reside reasonably close to the Fire Station (Fire Chief's discretion).

ETHICAL REQUIREMENTS

The code of ethics that applies to all members of the Mattawa Fire Department is:

- Responding promptly to all calls.
- Obeying the orders of the officer in charge.
- Reporting to the fire hall after each call.
- Sharing the work required after the fire such as loading the hose and cleaning equipment.
- Refrain from using profane language while working at calls and around the public
- Be loyal to the Officers, Captains and other members of the fire department.
- Conduct oneself in a manner that is in keeping with the responsibilities of a firefighter.
- Voluntarily resign if at any time you cannot comply with the rules and regulations of the department.

LEGAL REQUIREMENTS

Legally, no member of the Fire Department should enter any premises where alcoholic beverages are sold or consumed while in uniform, except with the permission of the department.

Firefighters impaired by alcohol or other substances will refrain from being on duty or attending fire calls. Firefighters have an obligation to do what they must in order to provide the best service to the community. They must take into consideration not only what is best for their citizens' safety, but their own as well. This can be accomplished through proper training and following the guidelines given to them.

A firefighter's job can be very dangerous and demanding and can have serious consequences if the firefighter does not adhere to the roles and responsibilities set out for him/her. They must also conduct themselves in accordance with the ethical and legal standards of the department.

PROFESSIONALISM AND THE FIREFIGHTER

“IF I FAIL ONE OF YOU I WILL HAVE FAILED ALL OF YOU”

This reality affects each and every one of us. Our fellow firefighters depend on effective, efficient and competent teamwork to achieve our objectives quickly and safely. Failure or success will be the responsibility of each individual firefighter and will establish our team image.

Pride, ethics and morals will influence our level of achievement. Self-discipline will maintain this level. Lives depend solely on our moral and ethical judgement and commitment.

We must strive to remove all limitations that would affect the quality of service delivery to the community. Together we must ensure that the delivery of our service meets the fire service standards

As a team and as individuals let us be the best that we can be. Without professionalism, we have no respect from the community and without rules and regulations we have no order.

Let's be proud to be called firefighters!

CODE OF ETHICS FOR FIREFIGHTERS

I fully realise and accept the responsibility of being a volunteer firefighter and shall perform the duties assigned to me.

I shall respond promptly to all alarms.

I will obey the orders of the Officer in charge.

I shall do my share of the work that is required in cleaning and loading the hose and equipment and cleaning apparatus after all alarms.

I shall report to the fire hall immediately after each alarm in order to help put the equipment and apparatus back in shape for the next alarm.

I shall do my work at fires and drills in a quick and orderly manner.

I shall refrain from using profane language while working at alarms and around the public.

I shall report for drill practice earnestly and do my part in making our Fire Department an effective firefighting organization.

I shall be loyal to my officers and my department and shall at all times conduct myself in a manner that is in keeping with the responsibilities of a firefighter.

I shall remember that I am in the eye of the public on and off duty and shall conduct myself accordingly.

If at any time I feel that I cannot comply with the rules and regulations of the department I shall voluntarily resign.

I hereby swear to devote all necessary time and energy to the suppression of fire and the elimination of hazards in my community and to do my utmost in protecting the lives and property of my fellow citizens.

Signature: _____

Date: _____

MATTAWA FIRE DEPARTMENT APPLICATION FOR MEMBERSHIP

Name: _____

Address: _____

Home Number: _____ Cell Number: _____

Work Number: _____ Email: _____

Drivers Licence #: _____ Class of Licence: _____

Emergency Contact: _____ Relationship: _____

Telephone Number: _____ Work Number: _____

Current Employer: _____

Address: _____ Telephone Number: _____

Supervisor: _____

Nature of Employment: _____

Will your employer allow you to attend fire calls during your work hours?

Yes: _____ No: _____

Are you on shift work? Yes: _____ No: _____

Do you possess any special training or abilities that would be beneficial as a Fire fighter?

Why do you wish to become a Fire Fighter?

Signature: _____

Date: _____

WEEKEND SECURITY

A weekend security system has been established to ensure that there are sufficient firefighters remaining within the Town limits to respond to a call. The weekend security schedule runs from the long weekend in May through Thanksgiving weekend in October. Teams are formed consisting of one officer and three or four firefighters. The teams are scheduled on a rotational basis with a pre-determined schedule that is drawn up prior to May every year. Firefighters on call are asked to refrain from alcohol intake as to not be impaired in case of a fire call. Firefighters on call are not able to respond to any calls outside of the Town of Mattawa limits.

Weekend security runs from 6:00 pm Friday until 6:00 pm on Sunday. Any firefighter who wants to exchange/give away one day or weekend with someone else may do so, but it is between them to find a replacement and not the officer in charge. Also they must inform the officer in charge of these changes so that he may record the changes on the weekend security sheet, which is posted in the office and from which all firefighters are paid for their time on call.

Change of Weekend Security Agreement

A written form requesting changes must be signed by the firefighter and the officer in charge. This is to keep track of who is on call. Forms will be available to all officers.

Any dispute will be addressed by the officer on call and the Fire Chief.

If this memo is understood please sign it and return it to the Fire Chief.

Signature: _____

Date: _____

MATTAWA FIRE DEPARTMENT PAY SYSTEM

Weekend Security will be paid at a rate of \$100 per day (\$110 for Captains)

- You will be on call from Friday at 6pm until Sunday at 6pm (Monday at 6pm on a long weekend)
- You must stay in or very close to the Town limits over the weekend to enable a quick response.
- During the weekend you may be required to perform inspections or other duties as requested by the Fire Chief or his Deputy.
- While on call you will not respond to any highway calls unless someone arriving at the hall is willing to replace you.
- If you change weekends you must make your Captain aware of the change.
- If at all possible you will be at the Wednesday meeting preceding your on call weekend, if not, you must call your Captain or the Fire Chief to let them know that you will be on call.
- The appropriate weekend security form (signed by your Captain) will be collected the following week and you will be paid during the following period (bi-weekly)
- Any contravention to the above conditions and you may/will not receive any pay for the day/weekend in question.

Training Meetings and Fire Call pay as follows:

- Meetings will be paid at the rate of \$35 (\$17.50/hr) and will be paid bi-weekly, if you were in attendance at the meeting.
- Fire call pay will be on a salary type basis, at a rate of \$25 per week and will also be paid bi-weekly, and will be included with the training meeting pay.
- If you miss any given fire call you will not receive \$25 for that particular week/pay period (prorated to number of calls). You will however still receive your training pay if you attended the meeting.

I acknowledge and understand this document.

Signature: _____

Date: _____

Our Fire Department belongs to the Nipissing/Parry Sound Mutual Aid and therefore is able to call on other Townships if in need of equipment or man power. Our closest and first responders are Papineau/Cameron Fire Department. They are also able to call upon us for assistance if needed. A maximum of 6 people can attend a mutual aid call with the use of one Fire Truck and Rescue Van.

Our Fire Department also consists of a Mattawa Volunteer Firefighters Association, which meets every third Wednesday of the month. It is not mandatory to join the Association but if the volunteer wants to join there is a \$10.00 dollar yearly membership fee. Elections are held every September for the following positions: President, Vice President and Secretary/Treasurer. It also consists of several committees including fundraising for special events such as the Christmas Parade and the Firefighters Bingo held in July during Voyageur Days. Our association also fundraises with the sale of Nevada tickets sold for us by Mattawa Variety Store. With the proceeds from our Nevada ticket sales we purchase firefighting equipment and we make donations to various charitable organizations such as the Royal Canadian Legion, Mattawa Minor Hockey, the Figure Skating Club as well as our yearly bursaries to each of our local schools. Participation in such fundraising is mandatory if you become a member of the association.

Signature: _____

Date: _____

HIGHWAY ACCIDENT MEMO

When responding to an accident call a crew of 4 firefighters will respond to the call in the rescue van. (The officer in charge may override if he feels the Town will be sufficiently protected by sending extra men)

If the call is beyond the Papineau/Cameron area toward the East and up to Bissett Creek or up Highway 533 up to Phelps Territory then 2 firefighters in Pumper # 4 and 4 firefighters in the rescue van can respond.

If a firefighter is on weekend security at the time of the highway call, they cannot respond to the call but must show up to the hall in case they are needed.

While on an accident call the rate of pay will be: Captain \$15 per/hr Firefighter \$14 per/hr

If you have any questions on these policies please feel free to ask.

In signing this memo you agree that it is understood and you agree follow it, as well as all other policies, procedures and guidelines of the Mattawa Fire Department at all time's without exception.

Signature: _____

Date: _____